

FINANCE SECTION CHIEF

The Finance Section Chief is responsible for accurately documenting disaster related costs and for managing all financial aspects of the disaster during the response and recovery phases.

This chapter explains the function and responsibilities of the Finance Section Chief within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Director of Finance or designee generally serves as the Finance Section Chief as specified in the emergency plan. Within the SEMS/NIMS structure, the Finance Section Chief reports to the DES, coordinates the activities of Finance Section and should work closely with Section Chiefs and the Logistics Section.

OBJECTIVES

- ✧ Manage all financial aspects of the emergency.
- ✧ Assist in the economic stabilization and recovery of the City after a disaster.
- ✧ Obtain eligible reimbursement and other funding from State and Federal sources expeditiously.

RESPONSIBILITIES

- ✧ Ensure that the Finance Section responsibilities are addressed, including supervising all financial support aspects of the emergency and making certain that the payroll and revenue process continues.
- ✧ Ensure that operational objectives and assignments identified in the EMO action plan for the Finance are carried out effectively.
- ✧ Exercise overall responsibility for the coordination of activities within the Finance Section.
- ✧ Report to the DES on all matters pertaining to the Finance Section activities.
- ✧ Keep the DES apprised of the current and projected financial status of the City.
- ✧ Establish time keeping procedures consistent with Federal, State and City guidelines for City personnel and equipment.
- ✧ Maximize cost recovery through appropriate documentation.

- ✱ Provide guidance to other City departments with respect to time keeping, salary, benefits and documentation procedures.
- ✱ Ensure that all on-duty time is recorded for all City emergency response personnel.
- ✱ Ensure there is a continuation of the payroll process for all City employees responding to the event or disaster.
- ✱ Determine purchase order limits for the Procurement Unit
- ✱ Process purchase orders and contracts in coordination with Logistics Section.
- ✱ Ensure that all financial records are maintained throughout the event or disaster.
- ✱ Ensure that all recovery documentation is accurately maintained during the response phase and submitted on the appropriate forms to the United States Department of Homeland Security/FEMA and State OES.

Start Up Duties

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to the DES.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use the Finance Section EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Establish the appropriate level of organization within the Finance Section, by continuously monitoring the effectiveness of that organization. Make changes as required.
- ✓ Activate organizational elements within the Finance Section as needed and designate leaders for each element:
 - Cost Accounting
 - Time Recording
 - Compensation/Claims
- ✓ Instruct Finance Section to document significant issues on the EOC event log; and maintain all required records and information to support the history of the emergency and the After Action Report:
 - Messages received
 - Actions taken
 - Decisions, justifications and documentation
 - Requests filled
 - EMO personnel, time on duty and assignments
- ✓ Use face-to-face communication in the EOC whenever possible.
- ✓ Confer with DES on delegation of purchasing authority to the Finance Section.
- ✓ Meet with Logistics Section Chief. Determine financial support needs. Review procedures for ongoing support from the Finance Section.
- ✓ Determine appropriate purchasing limits to delegate for the Logistics Section.

- ✓ Designate an account (task) number for all work related to disaster operations.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Meet with Information Systems Coordinator to obtain briefing of internal and external communications capabilities and restrictions.
- ✓ Establish operating procedures with Information Systems for use of telephone and radio systems. Establish initial operating priorities for use of telephone and radio systems.
- ✓ Advise DES of Finance Section activities.
- ✓ Based on the situation as known or forecast, determine the needs of the Finance Section.
- ✓ Adopt a proactive approach, think ahead, and anticipate situation and problems before they occur.

Operational Duties

- ✓ Carry out responsibilities of the Finance Section Units that are not currently staffed.
- ✓ Maintain a log of actions, decisions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Finance Section. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Keep abreast of situations and resources associated with the Finance Section; ensure Unit Coordinators provide appropriate and current information to the Status Unit to be displayed on the white boards.
- ✓ Ensure that Finance Section event logs and other required documentation are maintained by the Units
- ✓ Anticipate potential situation changes in all Finance Section planning.
- ✓ Advise the DES on all financial and cost analysis.
- ✓ Ensure that the payroll, revenue and accounts payables process continues.
- ✓ Organize, manage, coordinate and channel monetary donations received the community.

- ✓ Provide input at planning sessions meetings on issues that pertain to finance and cost analysis matters.
- ✓ Ensure that all obligation documents initiated during the emergency are properly prepared and completed.
- ✓ Coordinate activities with Section Chiefs to insure cost record keeping occurs.
- ✓ Coordinate with State and Federal entities to help the City maintain its economic stability.
- ✓ Provide DES with a daily update of total costs of response and estimated loss.
- ✓ Maintain current displays associated with the Finance Section.
- ✓ Conduct periodic briefings for the Finance Section to ensure Units are aware of priorities. Determine if there are unmet needs or problems.
- ✓ Share status information with other Sections as appropriate.
- ✓ Ensure internal coordination occurs among the EMO Units.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

Deactivation Duties

- ✓ Authorize the deactivation of the organization elements within the Finance Section when no longer required.
- ✓ Ensure that any unresolved issues are handled and assigned to the appropriate EMO function or department.
- ✓ Ensure that all required forms, event logs and reports are completed and forward them to the EOC Coordinator.
- ✓ Assemble and check financial records; forward copies to the Finance Section Chief.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.

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- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

COST ACCOUNTING UNIT

The Cost Accounting Unit is responsible for administering, gathering and tracking expenditures of all financial matters pertaining to purchases, vendor contracts, leases, and fiscal agreements.

This chapter explains the function and responsibilities of the Cost Accounting Unit within the Standardized Emergency Management System. The Administrative Analyst or designee and selected staff from the Finance Department/Administration Division generally serves as the Cost Accounting Unit Coordinator as specified by the emergency plan. Within the SEMS/NIMS structure, the Cost Accounting Unit Coordinator reports to the Finance Section Chief, coordinates the activities of the Cost Accounting Unit and should work closely with all Sections.

OBJECTIVES

- ✧ Document and report all costs related to the disaster response and recovery efforts.
- ✧ Obtain maximum State and Federal reimbursement of eligible costs.
- ✧ Help City departments justify budget overruns related to the disaster.

RESPONSIBILITIES

- ✧ Determine accurate cost figures for the disaster, including the scope of work and site-specific work location.
- ✧ Establish and manage purchasing/accounting system to support the EOC and field operations.
- ✧ Coordinate use of purchase orders or instruments of payment with Logistics Section.
- ✧ Manage all equipment rental agreements.
- ✧ Initiate vendor contracts associated with EOC activities within the purchase authority limits.
- ✧ Process all administrative paperwork associated with purchases, equipment rental and supply contracts.
- ✧ Maintain a log of claims potentially recoverable by the City.

- ✧ Help individual City departments prepare proper documentation to ensure State and Federal assistance.
- ✧ Maintain an accurate record of all costs incurred in responding to and recovering from the disaster.
- ✧ Provide the total cost of response and estimated loss about the emergency as directed by the Finance Section Chief.
- ✧ Prepare a report of the total cost of the response by department/budget unit, and submit a final report to the Finance Section Chief at the completion of the response phase.
- ✧ Coordinate all claims after a Gubernatorial Declaration is issued per Natural Disaster Assistance Act.
- ✧ Coordinate all City claims after a Presidential Declaration is issued per Robert T. Stafford Disaster Relief and Emergency Act of 1974 (Public Law 93-288).
- ✧ Ensure all costs associated with the disaster response are recorded correctly.
- ✧ Ensure Cost Accounting Unit's interests are represented in EMO policy and priority-setting discussions.
- ✧ Render assistance to the community as required.

Start Up Actions

- ✓ Check-in upon arrival at EOC.
- ✓ Report to the Finance Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use Cost Accounting Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Determine current status of Cost Accounting Unit operations and resources.
- ✓ Brief and assign tasks to Cost Accounting Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.

Operational Duties

- ✓ Maintain a log of actions, decisions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Cost Accounting Unit. Clearly establish with assembled personnel action items to be accomplished.
- ✓ Assist in the development of the objectives for the Finance Section EMO Action Plan in support of field/EOC operations.
- ✓ Establish a network to obtain the following information:
 - ✓ Personnel cost of response for use of agency owned or controlled equipment.
 - ✓ Cost for use of rented/hired/donated equipment of supplies purchased for the response.
 - ✓ Cost of owned supplies consumed in the response.
- ✓ Review and prepare EOC purchasing procedures with the Purchasing Unit.

- ✓ Prepare and sign contracts as needed within established contracting authority.
- ✓ Establish contracts and agreements with supply vendors.
- ✓ Ensure that all records identify scope of work and site-specific locations.
- ✓ Interpret contracts/agreements and resolve claims or disputes within delegated authority. Coordinate with the Claims Unit on procedures for handling claims.
- ✓ Finalize all agreements and contracts.
- ✓ Complete final processing and send documents for payment.
- ✓ Verify cost data in pre-established vendor contracts.
- ✓ Ensure that a system is in place, which meets the City's property management requirements; ensure proper accounting for all new property.
- ✓ Estimate general damage in the community to support a State or Federal declaration.
- ✓ Ensure that each section is documenting cost recovery information from the onset of the disaster.
- ✓ Contact each department involved in the disaster and remind them that all time worked and City equipment deployed in direct response to the emergency should be reported daily.
- ✓ Handle all claims related to the disaster. Work with Safety Officer and EOC Coordinator to make certain all potential sources of funds are located.
- ✓ Maintain an accurate record of payroll time for all specially hired emergency response workers. Coordinate with the Time Keeping Unit.
- ✓ Establish and maintain a file for employee time reports.
- ✓ Prepare incident cost summaries.
- ✓ Prepare cost estimates for Planning/Intelligence Section.
- ✓ Make recommendations for cost savings to Finance Section Chief.
- ✓ Maintain cumulative incident cost records.
- ✓ Maintain an accurate record of all costs incurred in responding to and recovering from the disaster.

- ✓ Provide the Finance Section Chief with a daily update of total costs of response and estimated loss.
- ✓ During the response phase, report costs and losses to the Finance Section Chief.
- ✓ Cost of Response.
- ✓ Departmental damage or loss.
- ✓ Community/area damage or loss.
- ✓ Prepare all required State and Federal documentation to obtain all allowable disaster response and recovery costs.
- ✓ Prepare and maintain a cost report for the Finance Section Chief, DES and City Council. The report should provide cumulative analyses, summaries, and total disaster related expenditures for the City.
- ✓ Organize and prepare records for final audit.
- ✓ Keep Planning/Intelligence Section Chief abreast of Cost Accounting Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

Deactivation Duties

- ✓ At the completion of the response phase, prepare a report of the total cost of response, by department.
- ✓ Submit a final report to the Finance Section Chief.
- ✓ Should a Gubernatorial or Presidential Declaration be issued, coordinate all City claims for assistance with the Office of Emergency Services including:
 - The preparation of project applications.
 - The review of Damage Survey Reports (DSRs).
 - Requests for advances.
 - The final audit.
- ✓ Throughout the recovery phase, monitor and record all costs of recovery and relate those costs to DSRs for claiming or matching with approved claims.
- ✓ Meet with personnel from departments involved in the recovery at least quarterly until recovery is complete and all costs have been reported.

- ✓ Authorize the deactivation of the organization elements within the Cost Accounting Unit when no longer needed.
- ✓ Ensure that any unresolved issues are handled and assigned to the appropriate EMO function or department.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
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- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

TIME RECORDING UNIT

The Time Recording Unit is responsible for tracking hours worked by staff, contract labor, mutual aid and others in compliance with City's policy. Additionally, the Time Recording Unit ensures that time and equipment use records which identify the scope of work and site specific work location is consistent with safety assessment records, sites and Damage Survey Reports.

This chapter explains the function and responsibilities of the Time Recording Unit within the Standardized Emergency Management System. The Accountant or designee and selected staff from the Finance Department/Payroll Accounting Division generally serves as the Time Recording Unit Coordinator as specified by the emergency plan. Within the SEMS/NIMS structure, the Time Recording Unit Coordinator reports to the Finance Section Chief, coordinates the activities of the Time Recording Unit and should work closely with all Sections.

OBJECTIVES

- ✧ Ensure that daily personnel time recording documents are prepared in compliance with City policy.
- ✧ Collect and process personnel time and equipment use for emergency period.

RESPONSIBILITIES

- ✧ Track, verify, record and report staff time for all personnel working during the emergency period.
- ✧ Ensure that daily personnel time recording documents are prepared in compliance with City, State and Federal time recording policies.
- ✧ Track and record what employee is using what type of equipment and for how long the equipment is being used for cost recovery purposes.
- ✧ Provide advice to City departments on the time keeping process.
- ✧ Ensure Time Recording Unit's interests are represented in EMO policy and priority-setting discussions.
- ✧ Render assistance to the community as required

Start Up Actions

- ✓ Check-in upon arrival at EOC.
- ✓ Report to the Finance Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use Time Recording Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Determine current status of Time Recording Unit operations and resources.
- ✓ Brief and assign tasks to Time Recording Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.

Operational Duties

- ✓ Maintain a log of actions, decisions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Time Recording Unit. Clearly establish with assembled personnel action items to be accomplished.
- ✓ Assist in the development of the objectives for the Finance Section EMO Action Plan in support of field/EOC operations.
- ✓ Determine specific requirements for the time recording and equipment use function.
- ✓ Collect emergency timecards from all applicable personnel assigned to the emergency for each operational period.
- ✓ Ensure that all emergency timecards indicated the equipment used and the scope of work and site specific work location.
- ✓ Ensure that emergency timecards are accurate and prepared in compliance with City policy.

- ✓ Ensure that emergency timecards are maintained on each shift and signed; maintain records security.
- ✓ Maintain separate emergency timecard logs for overtime hours.
- ✓ Establish and maintain a file of time reports, on owned, rented, donated and mutual aid equipment, including charges for fuel, parts, services and operators.
- ✓ Close out time documents prior to staff leaving their emergency assignment.
- ✓ Keep Planning/Intelligence Section Chief abreast of Time Recording Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

Deactivation Duties

- ✓ At the completion of the response phase, prepare a report of the total cost of response, by department.
- ✓ Submit a final report to the Finance Section Chief.
- ✓ Should a Gubernatorial or Presidential Declaration be issued, coordinate all City claims for assistance with the Office of Emergency Services including:
 - The preparation of project applications.
 - The review of Damage Survey Reports (DSRs).
 - Requests for advances.
 - The final audit.
- ✓ Throughout the recovery phase, monitor and record all costs of recovery and relate those costs to DSRs for claiming or matching with approved claims.
- ✓ Meet with personnel from departments involved in the recovery at least quarterly until recovery is complete and all costs have been reported.
- ✓ Authorize the deactivation of the organization elements within the Time Recording Unit when no longer needed.
- ✓ Ensure that any unresolved issues are handled and assigned to the appropriate EMO function or department.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.

- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

COMPENSATION/CLAIMS UNIT

The Compensation/Claims Unit is responsible for managing the investigation and compensation for physical injuries and property damage claims involving the City and arising from the emergency.

This chapter explains the function and responsibilities of the Compensation/Claims Unit within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Supervisor of Risk Manager or designee and selected staff from the Finance Department generally serves as the Compensation/Claims Unit Coordinator as specified by the emergency plan. Within the SEMS/NIMS structure, the Compensation/Claims Unit Leader reports to the Finance Section Chief, coordinates the activities of the Compensation/Claims Unit and should work closely with all Sections.

OBJECTIVES

- ✧ Accept claims resulting from the emergency.
- ✧ Prepare and complete all forms required by Worker's Compensation Program.
- ✧ RESPONSIBILITIES
- ✧ Investigate physical injuries and property damage claims involving the City arising out of the emergency.
- ✧ Maintain a file of injuries and illnesses associated with staff activity at the EOC.
- ✧ Maintain a log of claims potentially recoverable by the City.
- ✧ Ensure Claims Unit's interests are represented in EMO policy and priority-setting discussions.
- ✧ Render assistance to the community as required

Start Up Actions

- ✓ Check-in upon arrival at EOC.
- ✓ Report to the Finance Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use Compensation/Claims Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Determine current status of Compensation/Claims Unit operations and resources.
- ✓ Brief and assign tasks to Compensation/Claims Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.

Operational Duties

- ✓ Maintain a log of actions, decisions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Compensation/Claims Unit. Clearly establish with assembled personnel action items to be accomplished.
- ✓ Assist in the development of the objectives for the Finance Section EMO Action Plan in support of field/EOC operations.
- ✓ Handle all claims related to the disaster. Work with Safety Officer and EOC Coordinator to make certain potential sources of funds are located.
- ✓ Coordinate physical injuries and property claims with the Safety Officer, Liaison Officer, Personnel Unit and the ICS field level Claims Unit Leader.
- ✓ Maintain a log of all injuries occurring during the emergency.
- ✓ Develop and maintain a log of potential and existing claims.

- ✓ Prepare claims for damage to City property; notify insurers and file the claims.
- ✓ Determine if there is a need for Compensation-for-Injury and Claims Specialist and obtain personnel as needed; ensure that all Compensation-for-Injury and claim logs and forms are complete and routed to the appropriate department for post EOC processing.
- ✓ Ensure the investigation of all accidents, if possible.
- ✓ Ensure that the Personnel Unit completes the claim forms for staff or volunteers injured during the emergency.
- ✓ Maintain an injury log and work with the Safety Officer to mitigate the hazard.
- ✓ Obtain all witness statements pertaining to claims and review for completeness.
- ✓ Keep Planning/Intelligence Section Chief abreast of Claims Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

Deactivation Duties

- ✓ Authorize the deactivation of the organization elements within the Compensation/Claims Unit when no longer needed.
- ✓ Ensure that any unresolved issues are handled and assigned to the appropriate EMO function or department.
- ✓ Assemble and check financial records; and forward copies to the Finance Section Chief.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.